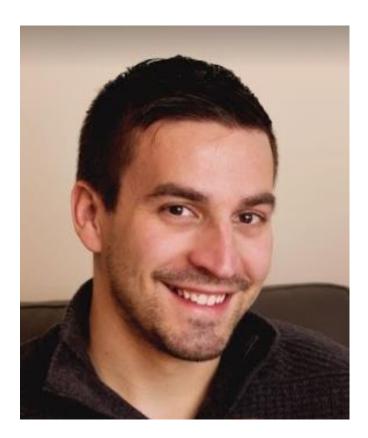
Health and Safety Excellence Program Small Business Day 2021

October 21, 2021



Session facilitator



Tyler Beauchamp

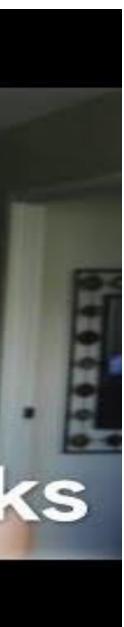
Tyler is a Program Management Consultant at the WSIB, and has been employed at WSIB since 2008.

Passionate about health and safety, Tyler has worked in several different roles across the WSIB including our case management, serious injuries, and our mental health injuries programs. Most recently, he has been working directly with employers helping them to develop their occupational health and safety management systems. He is a member of the Canadian Society of Safety Engineers, and the Society of Ontario Adjudicators and Regulators.



#Smallthanks for small businesses







What you'll learn today

- Benefits of investing in health and safety
- The Health and Safety
 Excellence program (HSEp)
- Using HSEp to support your business' safety plan and your health and safety representative
- Next steps



Why invest in health and safety? | Common Challenges

Common challenges faced by small businesses:









Investing in health and safety has many benefits...

Earn a return on your investment





Investing in health and safety has many benefits...

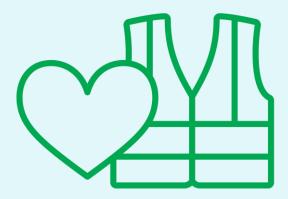
Strengthen your business reputation

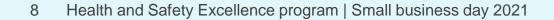




Investing in health and safety has many benefits...

Keep your employees happy, health and safe

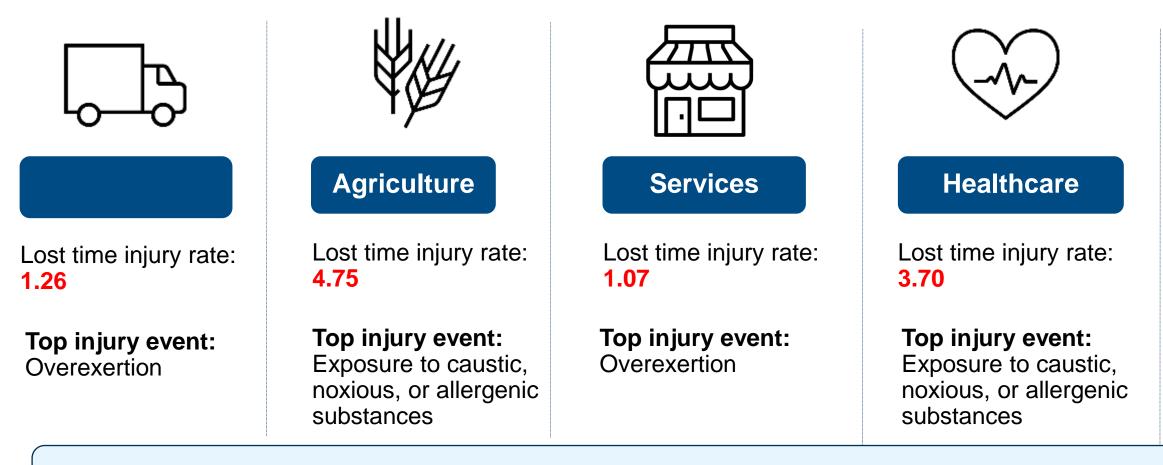






Why invest? | We need to work together

We all have a role to play in preventing workplace injuries and illnesses.



Average lost time injury rate: 1.07

>50FTEs with WSIB coverage



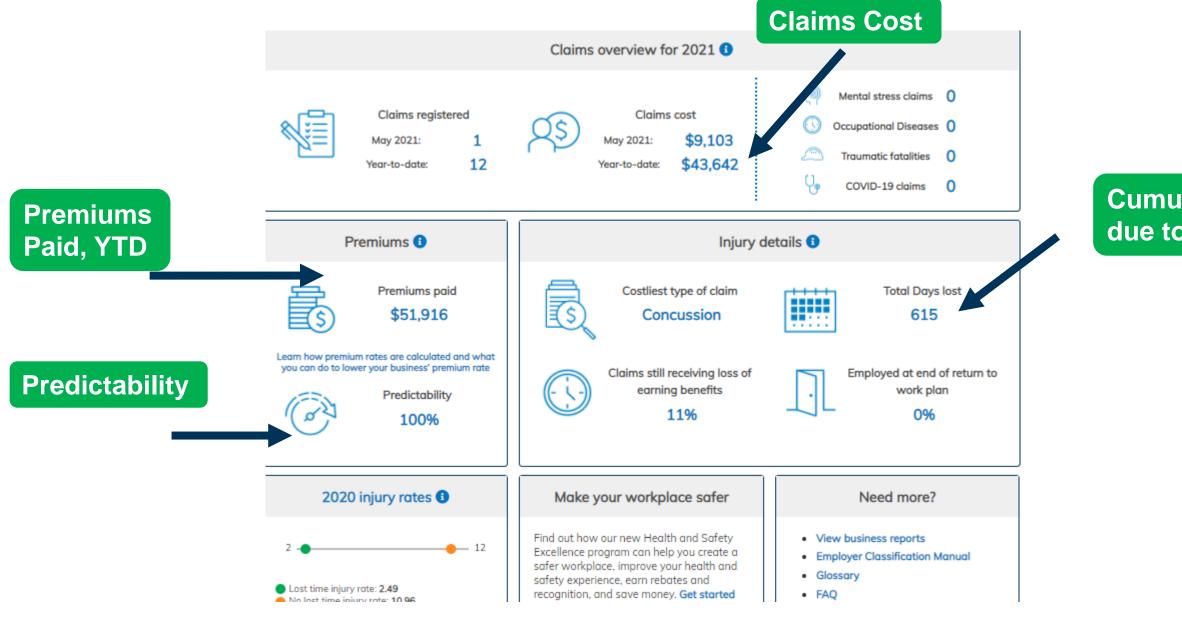
Construction

Lost time injury rate: 0.96

Top injury event: Struck by objects or equipment



Why invest? I Look at Compass



The general public has access to health and safety statistics on **Safety Check**

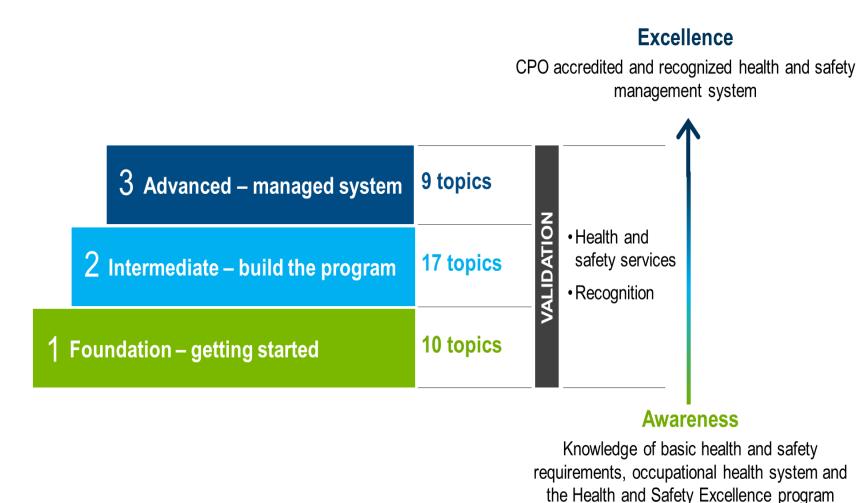


Cumulative days lost due to injury/illness





Health and Safety Excellence program | Overview



36 health and safety topics

Building blocks to develop or improve your health and safety program

Flexible options

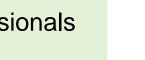
Participate anywhere, anytime

Industry best practices

Network and learn from industry peers

Dedicated guidance and support

Experienced health and safety professionals coach you through the roadmap



Health and Safety Excellence program | Rewards & recognition

Member refunds – up to 75% of annual WSIB premiums



- Receive a minimum of \$1000.00 per successfully completed topic, or up • to 75% of your annual WSIB premiums
- Annual rebates for continuing to improve your health and safety programs •

Member badges – Visible on the WSIB Safety Check website

Health and Safety Excellence program	Business Legal Name	ABC LTD.
Member	Classification	
wsib 2021	Pre-2020 Classification	
ONTARIO	Business Size	Medium Business (20 To S



99 Employees)



Health and Safety Excellence program | Safety plan builder

Using the **Control of Hazards topic** to put your safety plan in to action

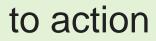


Understand the potential risks in your workplace

Customize your plan

Review & print your plan

Implement your plan





Get rewarded and recognized for your actions



Example

- Joined Safety Excellence program to address COVID-19
- Selected "Control of Hazards" topic
- Implemented control program
 across their workplace
- Received a \$6000.00 rebate

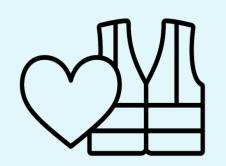
"Health and safety goes beyond preventing workplace incidents and injuries – it's about promoting the wellness and wellbeing of employees."

14 Health and Safety Excellence program | Small business day 2021



Health and Safety Excellence program | Health and safety representative (HSR)

Topics to help you meet your legislative obligations and support your HSR



Foundational topic:

Health and safety responsibilities



Foundational topic:

Health and safety participation



Foundational topic:

Incident investigation and analysis



Intermediate topic:

Health and safety accountabilities



Example

- Small group home with 12 employees
- Selected "health and safety participation" and "health and safety responsibilities" topics
- Provided voluntary training to their HSR through MLTSD
- Received \$5000.00 rebate

"The most important thing we have done is to prioritize the health and safety of our staff and residents ... at all costs."



What other small businesses are saying about their experience investing in health and safety



TESTIMONIAL

Small retail business

"It's a small store – people tend to work here for a very long time, so we're family. And so it's from a health and safety perspective of our employees and colleagues.

So it's really about keeping each other okay and safe – COVID has really proven that."



Your next steps

- Visit our website at 1. www.wsib.ca/healthandsafety
- 2. Attend an information session at https://www.wsib.ca/en/health-andsafety-excellence-programwebinars
- 3. Select a provider
- 4. Enroll in the program and begin your health and safety journey



	1
*	/
The second se	



What else would you like to know?

Email us any time

healthandsafetyexcellence@wsib.on.ca







Join WSIB's Health and Safety Excellence program

Why join?

Keeping people safe and healthy at work is good for business. The <u>Health</u> <u>and Safety Excellence program</u> provides a clear roadmap to help you earn rebates while you improve health and safety in your workplace.

Our program fits businesses of all sizes, across all industries, and meets you where you are - whether you're building a health and safety program from scratch, or enhancing an existing program.

Want to learn more?

Sign up for a <u>webinar</u> to learn about the program and how it can help you and your business.



When you join the program, you can:

- **Earn rebates** on premiums and save money by improving your health and safety
- Help reduce injuries and illnesses and keep your employees and customers safer
- Receive a branded WSIB safety badge to show your commitment to health and safety
- Access a free culture survey to engage your employees and learn how they feel about health and safety in your workplace
- Network and share best practices with other businesses

Continued...



How it works

Join the program.



Register with a WSIB-approved health and safety provider to join the program. Whether you need one-on-one coaching, online support or over-the-phone consultation, we have a provider that's right for you. See the list of providers at <u>wsib.ca/healthandsafety</u>.

Take a quick online health and safety assessment to see where we can help.

Once you've registered with your provider, you'll complete an assessment to help find health and safety gaps in your workplace. Then your provider will help you identify what health and safety topics will work to fill those gaps.

Develop your workplace health and safety program.



You'll have almost a full year to finish this step - this is where you'll work to build your topics into the everyday processes of your business. But don't worry, your provider will be there with the support and tools you need to make your topics a regular part of your everyday work activities.

Show us how you've applied your topics and earn your rebate!



Once you've completed your health and safety topics, show us the work you've done to make your business healthier and safer. The WSIB will review your work, and you'll earn a rebate on your WSIB premiums for every completed topic.

Questions?



- Visit <u>wsib.ca/healthandsafety</u> and check out our list of FAQs.
- Sign up for a <u>webinar</u> to learn more about the program.
- Contact one of our program consultants at healthandsafetyexcellence@wsib.on.ca.



Inscrivez-vous au programme Excellence en santé et sécurité de la WSIB

Pourquoi s'inscrire?

Assurer la sécurité et la santé au travail, c'est bon pour les affaires. Le **programme Excellence en santé et** <u>sécurité</u> fournit une feuille de route précise pour vous aider à obtenir des rabais tout en améliorant la santé et la sécurité dans votre lieu de travail.

Notre programme convient aux entreprises de toutes tailles, dans toutes les industries. Il s'adapte à vos besoins, que vous soyez en train d'élaborer un tout nouveau programme de santé et sécurité ou que vous vouliez améliorer un programme existant.

Vous voulez en apprendre davantage?

Inscrivez-vous à un <u>webinaire</u> (en anglais seulement) pour en apprendre plus sur le programme

et sur la façon dont il peut vous aider, vous et votre entreprise.



En vous inscrivant au programme, vous pouvez :

- obtenir des rabais sur vos primes et économiser de l'argent en améliorant la santé et la sécurité;
- réduire le nombre de lésions et maladies et assurer la sécurité de vos employés et de vos clients;
- recevoir un badge de sécurité de la WSIB afin de montrer votre engagement en matière de santé et de sécurité;
- accéder gratuitement à une enquête sur la culture afin d'engager vos employés et d'apprendre comment ils perçoivent la santé et la sécurité dans votre lieu de travail;
- réseauter et partager les pratiques exemplaires avec d'autres entreprises.

Suite...



Comment ça fonctionne

Adhérez au programme.



Inscrivez-vous auprès d'un fournisseur de santé et sécurité approuvé par la WSIB pour adhérer au programme. Que vous ayez besoin d'un accompagnement individuel, d'un soutien en ligne ou d'une consultation par téléphone, nous avons le fournisseur qu'il vous faut. Consultez la liste des fournisseurs à <u>wsib.ca/fr/santeetsecurite</u>.

Faites en ligne une rapide évaluation de la santé et de la sécurité pour déterminer où nous pouvons vous aider.



Une fois que vous vous serez inscrit auprès de votre fournisseur, vous effectuerez une évaluation qui vous aidera à cerner les lacunes en matière de santé et de sécurité de votre lieu de travail. Votre fournisseur vous aidera ensuite à choisir les sujets de santé et sécurité qui vous permettront de combler ces lacunes.

Développez le programme de santé et sécurité de votre lieu de travail.



Vous aurez presque une année complète pour terminer cette étape, pendant laquelle vous travaillerez à intégrer vos sujets dans les processus quotidiens de votre entreprise. Ne vous inquiétez pas : votre fournisseur sera là pour vous aider et vous donner les outils nécessaires pour que vos sujets fassent partie intégrante de vos activités professionnelles quotidiennes.

Montrez-nous comment vous avez mis en œuvre vos sujets et obtenez votre rabais!



Une fois que vous avez mis en œuvre vos sujets de santé et sécurité, faites-nous part du travail accompli pour rendre votre entreprise plus saine et plus sécuritaire. La WSIB examinera votre travail, et vous obtiendrez un rabais sur vos primes de la WSIB pour chaque sujet traité.

Des questions?



- Visitez <u>wsib.ca/fr/santeetsecurite</u> et consultez notre foire aux questions.
- Inscrivez-vous à un <u>webinaire</u> (en anglais seulement) pour en apprendre plus sur le programme.
- Contactez l'un de nos consultants du programme à <u>healthandsafetyexcellence@wsib.on.ca</u>.

Health and Safety Representative (HSR) Training Program

Pamela Patry Workplace Safety & Prevention Services (WSPS)

Agenda

- Background and Purpose
- HSR in your Business
- Training Program Highlights
- HSR Duties
- HSR and the Internal Responsibility System
- HSR and COVID Prevention
- HSR Training Course

Background and Purpose

- MLTSD program to support Ontario small businesses
 - Investing \$10.5 million to provide up to 60,000 small businesses free health and safety training over the next 3 years
 - As the province reopens, keeping workers safe is top priority
- Initiative will prevent illnesses and injures by training HSRs on how to help keep workplaces safe
- HSR eLearning Training Course
 - Developed by all the Health and Safety Associations

HSR in your Small Business

- Required in workplaces with:
 - 6-19 workers
 - Farms with over 20 workers & that do not require a JHSC
- A worker who is selected by other workers
- Paid for the time to perform their duties
- Not a health & safety supervisor or manager



Training Program Highlights

- Free health and safety training available for small businesses
 - Reimbursed for the \$25 course registration fee and
 - \$150 towards the representative's training time
- July 2021 March 31, 2024
 - 1 rebate per workplace
 - Consideration for 1 additional reimbursement based on turnover

Course Registration

Health And Safety Representative (HSR) Basic Training



This small business eLearning training program provides guidance on the powers, functions and duties of the workplace health and safety representative. Reimbursement is available for businesses that gualify.



Overview

The cost is based on the total number of seats purchased. Multi-seat pricing is based on the single user seat price with the following volume discounts applied:

Effective July 15, 2021, the Ontario government, through the Small Business Health and Safety Training Program, will reimburse small businesses for the \$25 course registration fee for an appointed health and safety representative and \$150 towards the representative's training time.

To qualify for the reimbursement, a business must have 6-19 employees. Businesses can apply up to two times, with a second allowance permitted for staff turnover. Franchises of the same corporation with unique business numbers are also eligible for funding.

Reimbursement Instructions

IMPORTANT: Please obtain a certificate of completion from the Health and Safety Representative upon completion of the course. Employers will need the certificate to claim reimbursements.



- Step One: To apply for the reimbursement, the employer must fill out and submit Small Business Health and Safety Training Program form.
- 2. Step Two: In Fall 2021, the employer will receive an email with information on how to complete the reimbursement.

Reimbursement Application: Step 1

Small Business Health and Safety Training Program

Effective July 15, 2021, the Ontario government, through the Small Business Health and Safety Training **Program**, will reimburse small businesses for the \$25 course registration fee and \$150 towards the representative's training time.

To qualify for the reimbursement, a business must have an Ontario Business Number and 6-19 employees. Businesses can apply up to two times, with a second allowance permitted for staff turnover. Franchises of the same corporation with unique business numbers are also eligible for funding.

This Form should be completed by the registered business owner. The information will be used to support validation for the reimbursement. Additional demographic information is voluntary, but will help us assess the reach of this initiative across a broad cross-section of Ontario small business workplaces.

Reimbursement Instructions

IMPORTANT: Please obtain a certificate of completion from the Health and Safety Representative upon their completion of the course. Employers will need the certificate to claim reimbursements. Step One: To qualify for the reimbursement, the employer must fill out and submit this form. Step Two: In the Fall of 2021, the employer will receive an email with information on how to complete the reimbursement submission.

Rev: 2021-09-01



HSR Duties

- Monthly workplace inspections
 - Assist with identifying actual and potential workplace hazards
 - Making recommendations to the employer
- Obtaining health and safety related information from the employer
- Being consulted about and being present at the beginning of health and safety related testing
- Participating in investigation of work refusals
- Inspecting the site of a critical injury or fatality at a workplace

HSR and the Internal Responsibility System (IRS) Employer provides a safe environment,

Employer provides a safe environment, establishes the health and safety program and policy and is responsible for the health and safety within the organization

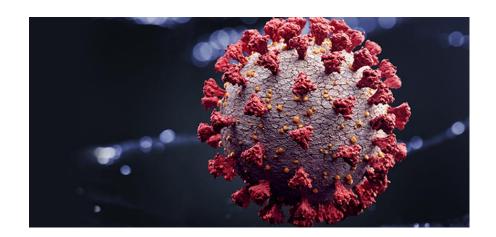
Supervisors communicate, monitor and enforce programs and policies

Workers comply, participate and brings concerns to the attention of the company

JHSC/Health & Safety Representative monitors the system, makes recommendations to the employer and supports communication between parties

HSR and COVID Prevention

- Help identify the COVID related hazards in the workplace
- Support the creation of a COVID-19 Safety Plan
- Monitor the implementation of the COVID-19 Safety Plan
- Make recommendations for improvement



HSR and COVID Prevention: Safety Plan

1. Communicating

• Have employees and contractors reviewed the Safety Plan?

2. Screening

• Are the screening tool questions current? Is the link working? Have employees and guests completed the tool?

3. Preventing Transmission

- Are controls in place: Signage posted?
- Barriers in place and clean? Safe distance maintained?

HSR and COVID Prevention: Safety Plan

- 4. Potential case, or suspected exposure
 - Health unit contact info? Process to notify visitors in place?
- 5. Managing any new risks caused by changes to the way you operate your business
 - Reports of harassment? Is PPE fogging-up with colder weather?

6. Is your plan working?

- What is actually happening in the workplace?
- Opportunities for improvement?

HSR Training Course

- eLearning Course
 - 6-8 hours to complete
- Topics include:
 - OHS laws
 - Rights, duties and responsibilities of HSR and workplace parties
 - Recognition, assessment, control and evaluation of common workplace hazards

Health And Safety Representative (HSR) Basic Training



Share <

This small business eLearning training program provides guidance on the powers, functions and duties of the workplace health and safety representative. Reimbursement is available for businesses that qualify.

Duration: 8 Hours

Price Per Person: \$25.00

Add to Cart

Training Program Highlights

- For all small businesses with:
 - 6-19 workers or
 - Farms with over 20 workers who don't require a JHSC
- \$175 reimbursement for 1 worker HSR
- Program runs July 2021 March 31 2024



 Prevent illnesses and injures by training HSRs on how to help keep workplaces safe



smallbusinessHSR@wsps.ca

Duty Consultant (877) 494-9777

References

- Course Registration (<u>https://shop.wsps.ca/products/health-and-safety-representative-hsr-basic-training</u>)
- Ministry of Labour, Training and Skills Development. (May, 2018). Health and Safety Representatives (HSRs). Retrieved from: <u>Health and Safety Representatives</u> | <u>Ministry of Labour</u> (gov.on.ca)
- Ontario Newsroom. (July, 2021). *Ontario Keeping Workers Safe As Province Reopens*. Retrieved from: <u>Ontario Keeping Workers Safe As Province Reopens</u> | <u>Ontario Newsroom</u>

Find the workplace safety plan builder at Ontario.ca/COVIDSafety





Sought input from businesses

- Asked about COVID-19 health and safety struggles
- Designed potential solution
- Validated with businesses





Announcement of workplace safety plan builder

Sept 27th





Understand the potential risks in your workplace



Customize your plan



Review & print your plan



Understand the potential risks in your workplace (example questions)

Can any of your workers perform their work from home?

All	Some	None
-----	------	------

Is your business performed in a fixed location or is work mobile? (Select all that apply)



Mobile work in public spaces

Mobile work in private homes

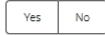
Is any part of your business open to the public (do customers or clients enter the workplace)?



Are land vehicles, boats or watercraft used as part of your business (such as for work activities, test driving, rental or driver training)?



Do you have workers who must ever be within 2 metres of others to perform their work?



Does your business, organization or facility provide any of the following child and youth services: camps for children, school. or school-based childcare?





Ministry of Labour, Training and Skills Development

Customize plan (example section)

\odot	Limiting interactions
	All workers who can are performing their work remotely
	An area has been designated for contactless pick-up of orders
	Start times, breaks and lunches have been staggered to limit in-person interaction
	Workers have been assigned to their own dedicated work areas
	Contactless payment is encouraged whenever possible
	The same workers are scheduled to work together for all shifts (placed in cohorts)
	Extra space has been opened for workers to use for breaks and meals to limit the number of people in these spaces
	Other (Select to enter text)



Subjects covered (as relevant)

- Screening
- Limiting interactions
- Crowd control
- Physical distancing and separation
- Masking and personal protective equipment (PPE)
- Cleaning, disinfecting and hand hygiene
- Reporting a case
- Facilitating contact tracing

- Communication and training
- Plan evaluation and worker engagement
- Ventilation and air quality
- Vehicles
- Entering private homes
- Mental health and wellbeing
- Violence and harassment
- Remote workers



Ministry of Labour, Training and Skills Development

Feedback

We would like to hear about yo the service.	ur experience and welcome suggestions/feedback to improve
Feedback for About the page General Feedback message Please provide your feedback	We want to hear from you! Thank you for using the workplace safety plan builder to create your workplace safety plan. This tool is continuously being worked on and will evolve with the help of user feedback. Your feedback is extremely important to us, so that we can ensure our updates will continue to help employers build their future safety plans. Please fill out this feedback form to help us continue to improve the tool and help employers across Ontario. Your privacy matters
I am interested in participating in user research to improve the Workplace safety plan builder. If you are a registered user, you can opt-out at any time. Email address (optional)	The feedback you provide will only be used to help improve the functionality and content of the Workplace safety plan builder, as well as measure performance. It will not be used for anything else or given to a third party. Your feedback will be made into anonymous data. If you do provide contact, personal health, or identifying information, it will be handled according to our privacy statement.
<u>Cancel</u> Submit feedback	be nandled according to our <u>privacy statement</u> . Accessibility We are committed to providing <u>accessible customer service</u> . On request, we can arrange for accessible formats and communications supports.



Small Business Occupational Health and Safety Resources

Free helpful tools and resources for small businesses provided by the Ministry of Labour, Training and Skills Development in collaboration with Health and Safety System Partners





Ministry of Labour, Training and Skills Development Ontario

 COVID-19 Safety Plan Builder: The builder is an online, interactive platform that will make it easier and faster for employers to create a workplace safety plan to address the risks of exposures to workplace hazards like COVID-19.

LINK: COVID-19 and workplace health and safety | Ontario.ca

 COVID-19 Small Business Recovery Resources: Learn about resources available for Ontario businesses with fewer than 100 employees.

LINK: <u>Small business recovery resources</u> | COVID-19 (coronavirus) in Ontario

• **Guide for Health and Safety Committees and Representatives:** Use this guide to establish strong roles and clear procedures to support health and safety in your workplace.

LINK: <u>Guide for health and safety committees and representatives</u> | <u>ontario.ca</u>

• **Supporting Ontario's Safe Employers:** This program is run by the Chief Prevention Office to promote health and safety in the workplace and help reduce injuries and fatalities.

LINK: Supporting Ontario's Safe Employers Program | Ontario.ca



Infrastructure Health and Safety Association



 COVID-19 Construction Resources: This source provides direct links for guidance and best practice documents, recent announcements from IHSA and posters that can help your small business stay safe during COVID-19.

LINK: COVID-19 Construction Links & Resources (ihsa.ca)

• **IHSA Safety Talks:** A safety talk is a hands-on way to remind workers that health and safety are important on the job. Each talk takes about five minutes and can help workers recognize and control hazards on the project. Topics include Personal Protective Equipment, Working at Heights, Responsibilities and Rights, and Occupational Health.

LINK: Safety Talks (ihsa.ca)



Occupational Health Clinics for Ontario Workers



Occupational Centres de Health Clinics santé des for Ontario travailleurs (ses) Workers Inc. de l'Ontario Inc.

• Occupational Health Tools & Apps: The applications are available for your smartphones and tablets. The tools provided include detailed instructions. These resources are designed to help you work safer and smarter, including topics such as Hazard Assess, Air Assess, Stress Assess and Ergonomic Tools.

LINK: Occupational Health Toolkits and Apps (ohcow.on.ca)

COVID-19 Ventilation Checklist: Following the Hierarchy of Controls, ventilation and filtration provided by HVAC systems can reduce the airborne concentration of SARS-CoV-2 and thus the risk of transmission through the air. This Ventilation Checklist (COVID-19) can be used as a guide to assess the suitability of ventilation in the workspace/building that are to be occupied.

LINK: Ventilation Checklist (ohcow.on.ca)

• **Regional Risk Tool and Tips:** This page provides a tool to determine your local infection risk and corresponding tips for COVID-19 prevention in non-healthcare workplaces.

LINK: Regional Risk Tool & Tips (ohcow.on.ca)



Public Services Health and Safety Association



 PSHSA Small Business Continuity Planning Resource /Checklist: The PSHSA Business Continuity Planning Checklist Tools for small and larger businesses includes information on the benefits of a BCP, a Business Continuity Planning Framework; and Business Continuity Planning Checklist Tool for a Pandemic. These tools will enable organizations to identify gaps in their business continuity planning processes and allow them to develop an action plan to close the gaps.

LINK: <u>https://www.pshsa.ca/resources/small-business-continuity-planning-checklist-for-a-</u> pandemic

Small Business Resource Manual: This booklet is designed to make health and safety as easy as
possible. PSHSA offers you a simple step-by-step process, including an easy to follow action
checklist to help you to set up and maintain a basic health and safety program.

LINK: Public Services Health and Safety Association | Small Business Resource Manual (pshsa.ca)

LINK: <u>https://www.pshsa.ca/sectors-priorities/small-business</u>



Workplace Safety and Insurance Board

 Health and Safety Excellence program: The Health and Safety excellence program provides a clear roadmap to help businesses earn rebates on their WSIB premiums, as well as digital recognition and awards.

LINK: <u>Health and Safety Excellence program | WSIB</u>



Workplace Safety and Prevention Services



• Small Biz Safety Podcast: Each episode of the Small Biz Safety Podcast takes a look at current issues and health and safety news that affects the small business community. You will come away with helpful tips and advice you can immediately put into practice. Available free for download on platforms such as Apple Podcasts, Google Podcasts, Spotify and Podcast Player.

LINK: Small Biz Safety Podcast (wsps.ca)

• Safety Checks for Workers: This Stream includes all of Workplace Safety and Prevention Services Safety Checks and tips for workers to use in their workplaces.

LINK: Safety Checks for Workers (wsps.ca)



Workplace Safety North



• Workplace Safety North Health and Safety Resources for Small Businesses: Workplace Safety North has developed resources and programs and collaborated with our health and safety system partners in Ontario to ensure small business owners and employees have the knowledge and tools they need to work safely every day.

LINK: Health and safety resources for small business | Workplace Safety North

• **COVID-19 Control Checklist:** The following COVID-19 Control Checklist can be used to help ensure your organization has some of the basic controls and tools in place to protect the health and safety of your workforce and visitors as the province reopens. Please note that based on your specific risk assessment your business or operation may have additional controls that need to be implemented to protect the health and safety of those onsite.

LINK: COVID-19-Control-Checklist-WSN-2020-06-12-Fillable-PDF.pdf (workplacesafetynorth.ca)

